



Course Catalog

Health and Human Services Gateway Course Catalog October - December 2006

Health and Human Services (HHS) offers training for providers and outreach workers that need to understand and use the Health and Human Services Gateway (Virtual Gateway) to submit applications for HHS programs.

Scheduled Courses

<u>Course #</u>	<u>Course Title</u>
VGMH1	Virtual Gateway Common Intake MassHealth I
VGMH2	Virtual Gateway Common Intake MassHealth II
VGMH3	Video: Applying for Food Stamps and Other Programs on the Virtual Gateway using the Common Intake form
VGCI	Virtual Gateway Common Intake

*Schedule

Course #	Date	Time	Location
VGCI & VGMH1, VGMH2	10/27/2006	9:30 – 4:00	Falmouth
VGCI & VGMH1,VGMH2	11/30/2006	9:30 – 4:00	Westborough
VGCI & VGMH1 VGMH2	12/15/20006	9:30-4:00	Boston

* Subject to change without notice

Registration Procedures

Contact Mark Burns for course availability and enrollment:

*Mark Burns
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Health and Human Services Gateway Operations
Executive Office of Health and Human Services
617-988-3203*



Course Catalog

VGMH1: Virtual Gateway Common Intake MassHealth I

Course Description: This course provides health care providers with the skills necessary to successfully submit electronic applications for health care programs for individuals under the age of 65 (or age 65 and over if they are a parent/caretaker relative of a child under age 19) using the Common Intake application on the Health and Human Services Gateway.

Course Objective: Upon completion of the course, students should be able to use the Virtual Gateway to successfully submit a Common Intake Application for health care programs for individuals under the age of 65 (or age 65 and over if they are a parent/caretaker relative of a child under age 19).

Target Audience: This course is designed for hospitals, community health centers, other providers, and outreach workers who currently submit applications for health care programs. These health care programs include:

- MassHealth
- Healthy Start
- Children's Medical Security Plan (CMSP)
- MassHealth for Seniors and People Needing Long-Term-Care Services at home
- Uncompensated Care Pool

Delivery Method: This instructor-led course provides hands-on training at one of several conveniently located training sites (e.g., Boston, Worcester, Springfield area).

Prerequisites: Participants should be familiar with the paper Medical Benefit Request (MBR) application process for individuals under 65 applying for health care programs. Legal agreements must be completed or in process at time of the training. Contact the Virtual Gateway Help Desk with questions: 800-421-0938.

Course Outline:

- Understand the Health and Human Services Gateway
- Learn how to access and use the electronic screening tool to help assess an applicant's potential eligibility for various HHS programs
- Review the process for determining if an electronic application is appropriate for a client's particular situation
- Learn how to enter electronic applications for Health Insurance and Health Assistance Programs
- Learn the steps to submit the electronic applications for determination
- Review steps to submit Common Intake applications for non-MassHealth programs



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VGMH2: Virtual Gateway Common Intake MassHealth II

Course Description: This course provides health care providers with the skills necessary to successfully submit electronic applications for health care programs for individuals age 65 and over and not a parent/caretaker relative of a child under 19, or for individuals of any age requiring long-term care services at home using the Common Intake application on the Health and Human Services Gateway.

Course Objective: Upon completion of the course, students should be able to use the Health and Human Services Gateway to successfully submit a Common Intake Application for health care programs for individuals age 65 and over who are not parents/caretaker relatives of a child under age 19).

Target Audience: This course is designed for hospitals, community health centers, other providers, and outreach workers who currently submit applications for individuals age 65 and over or those of any age that require long-term care services at home for the following programs:

- MassHealth
- Healthy Start
- Children's Medical Security Plan (CMSP)
- MassHealth for Seniors and People Needing Long-Term-Care Services at home
- Uncompensated Care Pool

Delivery Method: This instructor-led course provides hands-on training at one of several conveniently located training sites (e.g., Boston, Worcester, Springfield area).

Prerequisites: Student must have attended the *Virtual Gateway Common Intake MassHealth I* course. He/she also should be familiar with the paper Senior Medical Benefit Request (SMBR) application process for individuals age 65 and over applying for health care programs or for individuals of any age requiring long-term care services at home.

Course Outline:

- Review the process for determining if an electronic application is appropriate for a client's particular situation
- Learn how to enter electronic applications for Health Insurance and Health Assistance Programs for individuals age 65 or older, or of any age, that require long-term care services at home
- Learn the steps to submit the electronic applications for determination



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VGMH3: Applying for Food Stamps and other Programs on the Virtual Gateway using the Common Intake form

Video Description: This video provides current MassHealth providers using the Health and Human Services Gateway with information about other non-MassHealth Common Intake programs and how to submit applications for these programs for their clients.

Objective: Upon completion of the course, students should be able to easily add other HHS programs to their Common Intake MassHealth applications using the Health and Human Services Gateway Common Intake application tool.

Target Audience: This course is designed for hospitals, community health centers, other providers, and outreach workers who are currently submitting Common Intake MassHealth applications and who also wish to submit electronic referrals on behalf of their clients for the following programs:

- Child Care
- Food Stamps Benefits
- Women's Health Network (WHN)
- Women, Infant, and Children (WIC) Services

Length: Nine minutes.

Delivery Method: BrainShark movie accessed through the following website:
<http://www.brainshark.com/masshhs/FoodStamps> .

Prerequisites: Viewer should be familiar with basic steps to create and submit a MassHealth Common Intake application using the Virtual Gateway.

Course Outline:

- Overview of the Food Stamps program and the steps to add a Food Stamps application to a Common Intake MassHealth application
- Overview of the Women's Infants and Children (WIC) program and the steps to add a WIC application to a Common Intake MassHealth application
- Overview of the Women's Health Network (WHN) program and the steps to add a WHN application to a Common Intake MassHealth application
- Overview of the Child Care program and the steps to add a Child Care application to a Common Intake MassHealth application



Course Catalog

VGCI: Virtual Gateway Common Intake for non-MassHealth Programs

Course Description: This course provides students with the skills necessary to successfully submit electronic applications for one or more Health and Human Services (HHS) programs using the Health and Human Services Gateway.

Course Objective: Upon completion of the course, students should be able to use the Health and Human Services Gateway to screen applicants for potential program eligibility and successfully submit and track Common Intake Applications for one or more HHS programs.

Target Audience: This course is designed for hospitals, community health centers, other providers, and outreach workers who wish to submit electronic referrals on behalf of their clients for the following programs:

- Child Care
- Food Stamps Benefits
- Women's Health Network (WHN)
- Women, Infant, and Children (WIC) Services
- Services for veterans seeking inpatient, outpatient, or domiciliary care (Chelsea Soldiers' Home)
- Services for veterans seeking inpatient, outpatient, or domiciliary care (Holyoke Soldiers' Home)
- Services for individuals who are legally blind
- Services for adults with mental retardation
- Services for children with mental retardation or developmental disabilities
- Vocational rehabilitation services
- Case Management and Social Services for the Deaf and Hard of Hearing
- Assistive Technology Fund for the Deaf and Hard of Hearing
- Home care services for elders (or seniors)

Length: Three hours.

Delivery Method: This instructor-led course provides hands-on training at one of several conveniently located training sites (e.g., Boston, Worcester, Springfield area).

Prerequisites: Legal agreements must be completed or in process at time of the training. Contact the Virtual Gateway Help Desk with questions: 800-421-0938.

Course Outline:

- Understand the Health and Human Services Gateway
- Learn how to access and use the electronic screening tool to help assess an applicant's potential eligibility for various HHS programs
- Learn how to enter electronic Common Intake applications using the Health and Human Services Gateway